



Veterans Services Study Abroad Certification Checklist

This checklist outlines student responsibilities, certification steps to complete, and required documentation to provide. Failure to fulfill responsibilities, complete certification steps, or provide required documentation could delay or prevent certification, or result in termination of certification due to VA compliance requirements of San Francisco State University.

Step One: Meet with a School Certifying Official

- Schedule Meeting:** Schedule an In-Person or Online meeting with a School Certifying Official (SCO). Contact veterans@sfsu.edu to make an appointment. An SCO will review certification information with you and walk you through the steps (see below) you need to take to be and remain certified.

Step Two: Submit Your Certification Request: [Certification request Guide.](#)

- COE/CalVet Waiver:** Upload your Certificate of Eligibility (VA Education Benefits) and/or CalVet Fee Waiver if you have not already done so. Include DD-214 with COE if not previously submitted.
- Overseas Course Approval Form:** Upload your completed and signed [Overseas Course Approval Form](#) for the term. This is a copy of the same form you submit to SF State Abroad.
- Academic Calendar:** Upload the Academic Calendar of the international school you will be studying at, including term start and end dates.

Note: Veterans Services will work with SF State Abroad and/or CSU International Programs to obtain the contract agreement with the international school. You will not need to provide this.

Step Three: Verify Your Course Enrollment

- Course Enrollment Verification:** Once you are enrolled at the international school, complete the [Veterans Services Study Abroad Enrollment Verification Form](#) as soon as possible. Take the form to the international school registrar for review, confirmation, and signature. Submit the completed and signed form to veterans@sfsu.edu. Include in the email Subject line: Last Name, First Name, SFSU ID Number. This enrollment verification must match the Overseas Course Approval Form you previously submitted. If it does not, you will need to submit a new completed and signed [Overseas Course Approval Form](#) with the updated courses. You must also submit the new completed and signed Overseas Course Approval Form to SF State Abroad.



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Step Four: Verify Enrollment Changes

- If your course enrollment changes in any way, you must submit a new completed and signed [Veterans Services Study Abroad Enrollment Verification Form](#) with a new completed and signed [Overseas Course Approval Form](#). You must also submit the new completed and signed Overseas Course Approval Form to SF State Abroad.

Step Five: Submit Transcript

- An official transcript from the international school must be submitted to Veterans Services at the end of each term.